

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sanitation Series

REFUSE COLLECTION DIVISION SUPERVISOR

09/91

Summary

Under general supervision, supervises a division of crews and equipment engaged in refuse collection and related activities; issues class "C" misdemeanor citations for violations of the city's sanitation code; performs related duties as required.

Typical Duties

Supervises crews engaged in the collection, transfer and disposal of refuse; reviews and follows through on difficult customer's complaints; makes recommendations in the establishment of collection routes; operates City-owned vehicle in the performance of duties; picks up dead animals and missed trash.

Supervises the orderly disposal of refuse within a designated landfill area; inspects vehicles carrying refuse to assure that pollutants and dangerous liquids and materials are not illegally dumped; inspects dumping area and checks for potential fires; calls fire department to extinguish landfill fires; assures compliance with local, state and federal health rules and regulations; assures that commercial vehicles carrying refuse are accurately charged.

Issues class "C" misdemeanor citations for violation of the city's sanitation code; attends municipal court hearings concerning violations of the code; assists other inspectors in the preparation of legal documents; obtains legal descriptions from Tax Office to assess liens on private property for services rendered.

Trains, reviews and evaluates the work of assigned personnel; maintains inventory of assigned property; assigns equipment to subordinates; prepares required reports; checks equipment for safety hazards and takes appropriate action; conducts safety meetings as required; assures compliance with uniform and safety rules and regulations; investigates injuries and accidents and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or GED and five years of experience in refuse collection and disposal, including two years of progressively responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state and federal laws concerning the collection and disposal of refuse; considerable knowledge of refuse collection and disposal methods; considerable knowledge of safety practices and procedures of the job; good knowledge of the geography of the city; good knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to enforce municipal, state and federal laws concerning the collection and disposal of refuse firmly and impartially, ability to establish and maintain effective working relationships with fellow employees and the general public; ability to conduct injury and vehicle accident investigations.

Licenses and Certificates: Texas Class "B" Driver's License.

Physical Requirements: Occasional lifting and carrying of heavy objects; exposure to all weather conditions; exposure to unpleasant working field conditions; operation of a motor vehicle through city traffic; mobility within an office environment.

Special Requirement: Positions requiring a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or of a safety sensitive nature in Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing

Director of Personnel

Department Head